PLANNING

Section 3: Description of Municipality consultative process for: 2012/2013

3.1 Type of consultative structure
Indicate the type of consultative structures involved in compiling this Plan

Skills Development Committee		Trade Union	
Training Committee	Yes	Staff Committee	
Local Labour Forum		No consultation	
Other (specify)			

3.2 Members of consultative structure
Indicate the members of the consultative structure

Name	Position	Representing ….
M Kock	Chair - Training Committee (Councillor)	Employer
E Lebitsa	Councillor	Employer
J Assegaai	Councillor	Employer
WJB Engelbrecht	Municipal Manager	Employer
A Vosloo	Director	Employer
MG Bovu	Director	Employer
HA Auret	Director	Employer
WAD George	Snr Manager HR	Employer
B vd Westhuizen	Head Development Officer	Employer
G Magama	Snr Development Officer	Employer
SAMWU	Union	Employee
IMATU	Union	Employee

3.3 Members who sit on other consultative structures
Indicate the number of people who sit on the skills development consultative structure AS WELL AS on the local labour forum and the EE committee

The local labour forum	7	The Employment Equity committee	

3.4 Process of developing the Plan and Report
Indicate the type of process (required information)

Informal meetings		Formal meetings	Yes
Workshops			
3.5 How often did consultative meetings take place?	Other	Other (specify)	Quarterley

3.6 Form of communication with staff about training and development and the Plan and Report If the category is relevant to your enterprise choose YES from the drop down menu

Through supervisors	Yes	Mass meetings	
Pay slips		Smaller meetings	
Word of mouth		Notice boards	
Newsletter		No communication	
Email	Yes	Other (specify)	

3.7 Registered trade unions

Trade union name	% members of total workforce	Representative's name
SAMWU	70	R Menziwa
IMATU	30	B van Staden

REPORTING - *Quarterly and Annual Report* 2011/2012

Section 3: Record of Consultation Process

First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Annual Report
3.1 Total Number of Meetings of Consultative Forum Meetings Held				
Number of Meetings 1	Number of Meetings 1	Number of Meetings 1	Number of Meetings 1	**Total Meetings** 4
3.2 New Members Appointed to the Consultative Forum inc. org they represent				**ALL new members appointed**
		R Menziwa		
3.3 Comments on the Functioning of the Consultative Forum (eg how is it functioning. If problems, what?)				**Summary of problems**
Functioning	Functioning	Functioning	Functioning	